

NDA

Business Skills
Qualifications
IT Solutions



[NDA website](#)

[NDA training course dates](#)

[Make an enquiry](#)



Dear client

Yes, it's April 1 and no, everything you read here is true: the Kiwis have turned sheep into the antipodean answer to Nike, Windows XP is dead so you can put away the crucifixes and Garlic, and Microsoft have released a version of Office for the iPad.

Wool Runners

It's not often that a product captures the imagination, but New Zealand-based [Wool Runners](#) captured Sir Richard Branson's and that of several hundred investors on the [Kickstarter](#) crowd-funding website.

Like the name says, Wool Runners are soft, all-woollen-upper running shoes designed to be worn without socks. The blurb promises odour-free comfort, with a smartphone app that takes a 3D scan of your feet and delivers custom-fit, partly 3D-printed shoes within 24 hours.

The product won Virgin Media's *Three New Things* competition, designed to "uncover new technologies that have the potential to change the way we live", and then achieved its Kickstarter funding goal in just five days.

The shoes will be available to order from April. Will you be overcome by involuntary urges to chase sheep or speak Kiwi if you wear them? If you want to take the risk you can sign up for a pair [here](#).



Win XP and Office 2003 support ends

From the new to the old: Windows XP and Office 2003 have finally reached their use-by date. Microsoft has announced that both products will cease to be supported from April 8.

Ah, Windows XP! How many times did we sit there grinding our teeth as you ground away on our hard drives, before we eventually reached for the reset switch. No more Blue Screen of Death. No more cheery little messages such as "Windows is searching for a solution to this problem", almost inevitably followed several minutes later by "Windows could not find a solution to this problem". Happy days!

But... many millions of people worldwide still use this software, and after April 8 there will be no more bug fixes, no more updates and no more support or security patches. As time passes, they will become increasingly vulnerable to viruses and hackers.

If you use either of these products what should you do? Start with the article below which discusses some of your options.

With warm regards

Nigel Davies
Director, NDA

You are receiving this newsletter either because you attended an NDA training course and ticked the relevant box on the course review form or because a friend subscribed you. You can unsubscribe automatically at any time by clicking the link at the bottom of the email.

You are free to reproduce any material provided it is accompanied by this message:
Reproduced from the newsletter of NDA Tasmania - www.nda.com.au - phone 1300 765 736.

What you said - feedback from the last newsletter

What a great newsletter. Loved the Tour de Bridport story and look forward to the newsletter following the Tour de Tour de France.

Merryn Gilham, Walnuts Australia

Love these newsy newsletters thanks Nigel. Especially in this edition, the advice re iPhone battery life. (and your DIY efforts.)

Brodwyn Blyth, CAMHS North

Good morning Nigel, a little something to cheer you. The missing "w" - front page of The Age today. Come on down subbies, or were they also hijacked by the spellchecker?

Michele Round, Pinot Shop



Tasmanian Blogs

Last issue we invited the bloggers amongst you to send in a link to your blog. Thanks to the following for their contributions:

<http://troutterritory.com.au/>

Fiona Dewar blogs on Trout Territory - guided trout fishing tours with professional guides. This is a great way to promote a business as the fishermen featured in the blogs link to the photos and stories on their

Facebook pages, which promotes Trout Territory to other potential clients.

<http://drydammit.wordpress.com/>

Haylee Van Beek publishes this blog on her nail polish and nail art. I don't know if it's a business but I love the title. Good on you, Haylee!

And Louise Manka tells me that her brother-in-law has already pinched my title for the Tour de France blog, with [Blog - tour de tour de france](#).

If you are interested in food, then here are some notable Tasmanian foodie blogs:

<http://the-view-from-my-porch.blogspot.com.au/>

Blog of Steve Cumper, owner of Cygnet's inestimable Red Velvet Lounge - a favourite coffee spot for touring cyclists. Get a sunnier photo of your view, Steve!

<http://pc-rita.blogspot.com.au/>

I have been following Rita's no-holds-barred reviews of Tasmanian restaurants for several years.

<http://www.urbanspoon.com/br/345/10531/two-clowns-tripping-tasmania>

Lots of reviews of Tasmanian eateries, including some of lesser known establishments.

Win XP and Office 2003 - where to from here?

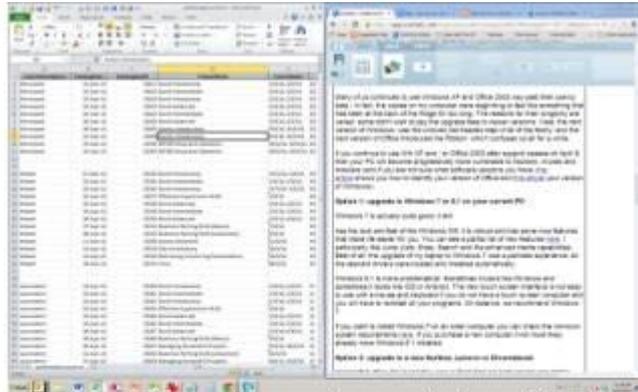
Many of us continued to use Windows XP and Office 2003 way past their use-by date - in fact, the copies on my computer were beginning to feel like something that had been at the back of the fridge for too long. The reasons for their longevity are varied: some didn't wish to pay the upgrade fees to newer versions; Vista, the next version of Windows, was the unloved, red-headed step child of the family; and the next version of Office introduced the Ribbon, which confused us all for a while.

If you continue to use Win XP and / or Office 2003 after support ceases on April 8, then your PC will become progressively more vulnerable to hackers, viruses and malware (and if you are not sure what software versions you have, [this article](#) shows you how to identify your version of Office and [this article](#) your version of Windows).

Here are some upgrade and replacement options.

Option 1: upgrade to Windows 7 or 8.1 on your current PC

Windows 7 is actually quite good. It still has the look and feel of the Windows OS, is robust and has some nice features that make life easier. You can see a partial list of features [here](#). I particularly like Jump Lists, Snap, Search and the enhanced media capabilities. Best of all, the upgrade of my laptop to Windows 7 was a painless experience: all the relevant drivers were located and installed automatically.



Windows 7 Snap feature - drag a window off the side of the screen and it will snap to half-screen size

Windows 8.1 is more problematical. Sometimes it looks like Windows and sometimes it looks like iOS or Android. If you do not have a touch screen computer the new touch screen interface is not easy to use with a mouse and keyboard and you will have to reinstall all your programs. We recommend Windows 7 as the best upgrade path.

If you want to install Windows 7 on an older computer you can check the minimum system requirements [here](#). If you purchase a new computer it will most likely already have Windows 8.1 installed.

Option 2: upgrade to a new Surface, Lenovo or Chromebook

Microsoft Surface Pro 2 and the Lenovo ThinkPad are both smaller and lighter than a laptop but more powerful than a tablet. Both have touch screen operation and you can remove the screen from the keyboard and use them as a tablet.



Microsoft Surface Pro 2

These devices run the full version of Windows 8.1, so you can run all your old desktop software on them. This solution might be more suitable if you need a device primarily for business purposes.

Chromebooks are internet-centric laptops that run the Google Chrome operating system, so you won't be able to run your old Windows software.

Chromebooks are essentially thin Internet clients based around Google's Chrome browser. All the applications and data are stored online. They are light, small, have a long battery life, a decent keyboard, run Google Docs and are relatively inexpensive at around \$370. So what's not to like? Well, as with most things, you really need to try it first to find out. To save you the trouble, read [this article](#) about the limitations of using an internet-centric device when you can't always access Wi-Fi.

Option 3: upgrade to a tablet

More and more people are taking the tablet route. If you are primarily into music, videos, games, web apps etc. then no problem. If your activities mainly concern the consumption of online material, also no problem. If you need business applications, be aware that tablets based on iOS or Android won't run your Windows desktop applications (with one major exception - see below), but you can often find equivalent applications in the app stores.

The problems start if you need to do bulk text entry on a virtual keyboard because it's not the fastest or the most accurate method of text entry. Despite this limitation, I used an iPad as my sole computing device for a three month overseas trip last year and will repeat the exercise this year.

Office upgrades

While I haven't tried Office 13 yet, I have adapted to the Ribbon environment and, once you learn where the commands are hidden, the Ribbon version of Office is a slick package. Downside? Think several hundred dollars for the new version.

If you travel a lot and want Office capabilities on different devices and access to your data anywhere, then you might consider Office 365, the online version of Office. This starts at \$9.99 a month on a subscription basis and stores your data on Microsoft's cloud.

If you don't need the full range of Office capabilities then the free versions of Google Docs and Microsoft's Office.com have a (much) more limited feature set, but support Office file types - so you can access your online-created docs from the full version of Office when back at the workplace. And as I write, Microsoft have just released a version of [Office for the iPad](#).

Confused? You're not on your own there.

Business Writing Skills - Intro and Advanced

NDA's two business writing courses are coming up again soon in both Launceston and Hobart. Can you write a succinct and lucid email? Are your reports coherent and correctly structured? Does the quality of your writing accurately represent the quality of your ideas and thought processes?

If you answered "No" to any of these questions then Janelle wants to hear from you on 1300 765 736:

Business Writing Skills (Basics)

Hobart: 7 April

Launceston: 9 April

Business Writing Skills (Advanced)

Hobart: 8 April

Launceston: 10 April

What clients say about these courses

Enjoyed the course and can't wait to put into practice.

KS, BWS (Basics), Dec 2012

The instructor explained the content of the course clearly and met all my expectations. I thoroughly enjoyed the day and have gained valuable knowledge that I can take away and apply to my workplace.

ML, BWS (Advanced), Dec 2013

Great presentation, very happy with what I learnt today.

JF, BWS (Advanced), Aug 2013

Excellent beginner's course. I enjoyed it very much and learned a great deal - very useful and can be recommended to others.

JB, BWS (Basics), Sep 2013

Don't change a thing, best course I have attended.

SP, BWS (Basics), Sep 2013

Effective Supervision Skills

You may have all the technical skills in the world but becoming a supervisor for the first time requires a whole new skill set. Should you be 'hands off' and run the risk of losing control, or 'hands on' and be accused of micro managing people? How should you reward good performance, and how should you pull people up for poor performance? Learn about the pros and cons of different approaches here:



Supervisor skills 101 - bark softly and carry a big stick

[Effective Supervision Skills](#)

Hobart and Launceston: 2 April

What clients say about this course

I gained a lot of knowledge regarding supervisor skills, as I am only new in my job as a supervisor this has been great teaching me what I need to do and what will help me to be successful in my role as a team leader.
KH, May 2011

The ability to take home the resource/workbook was fantastic. I will definitely be reading through and highlighting important points and hopefully remember to refer back frequently.
TB, Aug 2013

Chris was very effective in relating the course content to real life examples, as well as being very open to different ideas/opinions from participants.
NE, Aug 2013

Excellent and entertaining trainer. Great flow of information, kept everyone's interest.
DC, Jul 2012

Feel this will provide me with a great set of tools to improve my skills - but more importantly the skills of my team members.
SG, Dec 2013

Thankyou Tony!! Great to get innovative and fresh ideas.
JD, Dec 2013

Current Government employees eligible for qualification funding



photo of frazzled government employee included to catch your attention

Good news! **All current Government employees (State, Commonwealth and Local Government) are now eligible for State 'User Choice' funding for existing workers** (subject to eligibility determined by an Australian Apprenticeship Centre). The following table shows which NDA qualifications are supported - in most cases the funding covers the entire fee.

Qualification
Cert II in Business
Cert III in Business
Cert III in Business Administration
Cert IV in HR Management
Cert II in IT, Digital Media and Technology
Cert III in IT, Digital Media and Technology
Cert IV in IT
Cert IV in IT Support
Cert IV in IT Networking
Cert II in Tourism
Cert III in Tourism

You can view the outlines for these qualifications [here](#).

What to do next

This is a great opportunity to upgrade your CV with a new qualification - and if you study with NDA **the qualification fee includes attendance at all relevant NDA IT and management courses at no additional cost.**

We recommend that you **follow up quickly while this funding is available.** If you

would like more information, please email info@nda.com.au or call 1300 765 736.

Forthcoming training courses

The following courses will shortly be presented by NDA - some at significant discounts on standard rates. To obtain the discount, please phone Janelle on 1300 765 736 and mention this email when making bookings. Clients with existing bookings for discounted courses may not change them, but additional people may be added at the discounted rate.

Hobart IT Courses

[Excel Intermediate](#) 2/3 Apr - \$480

[Excel Advanced](#) 3/4 Apr - \$480

[SQL Introductory](#) 14 Apr - \$285

[Visio](#) 28 Apr - \$285

Hobart Business Skills Courses

[Effective Supervision Skills](#) 2 Apr - \$285

[Business Writing Skills \(Basics\)](#) 7 Apr - \$285

[Business Writing Skills \(Advanced\)](#) 8 Apr - \$285 **two for the price of one**

[Delivering Convincing Presentations](#) 16 Apr - \$285 **two for the price of one**

Launceston IT Courses

[Excel Introductory](#) 1/2 Apr - \$480

[Excel Intermediate](#) 2/3 Apr - \$480

[Excel Advanced](#) 3/4 Apr - \$480

[Access Introductory](#) 23/24 Apr - \$570

[Visio](#) 28 Apr - \$285

Launceston Business Skills Courses

[Effective Supervision Skills](#) 2 Apr - \$285

[Managing Successful Projects](#) 9/10 Apr - \$570

[Business Writing Skills \(Basics\)](#) 9 Apr - \$285

[Business Writing Skills \(Advanced\)](#) 10 Apr - \$285 **two for the price of one**

Devonport IT Courses

[Excel Introductory](#) 1/2 Apr - \$480 **two for the price of one**

[Excel Intermediate](#) 2/3 Apr - \$480

[Excel Advanced](#) 3/4 Apr - \$480

[Access Introductory](#) 9/10 Apr - \$480 **two for the price of one**

HOBART

Level 3, Trafalgar Centre,
110 Collins St
Hobart TAS 7000
Phone: (03) 6224 2660

LAUNCESTON

Level 1,
65 St John Street
Launceston TAS 7250
Phone: (03) 6334 4910

DEVONPORT

The Roberts Building,
23 Stewart St
Devonport TAS 7310
Phone: (03) 6423 4547

